

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Updating DA Office Organization Profile

FROM:

AA/PD/OL

EXTENSION

NO.

DATE

12 March 1987

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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FORWARDED

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C/IMSS

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12 March 1987

NOTE FOR: C/IMSS/OL

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FROM:

[REDACTED]

AA/PD/OL

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SUBJECT: Updating DA Office Organization Profile

[REDACTED]

1. The office structural diagram and the narrative supporting the outlined position has been reviewed by Procurement Division as requested. According to John Ray, Director of Logistics, our update should be in accordance with what it looks like today. Therefore, we have no changes to make at this particular time. The diagram and narrative can remain as they are now.

2. Just a reminder, changes will be made within Procurement Division in the very near future to comply with the Coopers & Lybrand study. Perhaps the DA Management Staff should be made aware of this reconfiguration especially since the name will change.

STAT

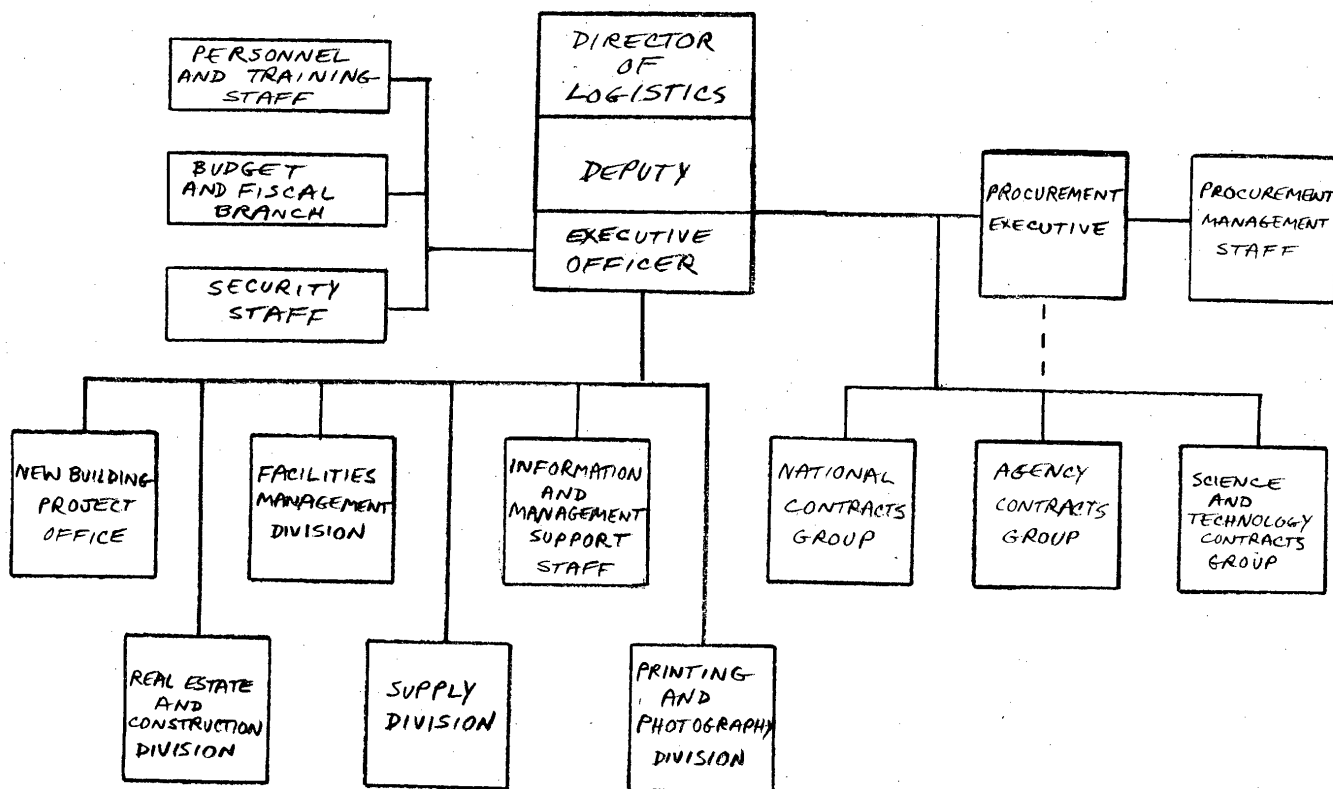
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[REDACTED]

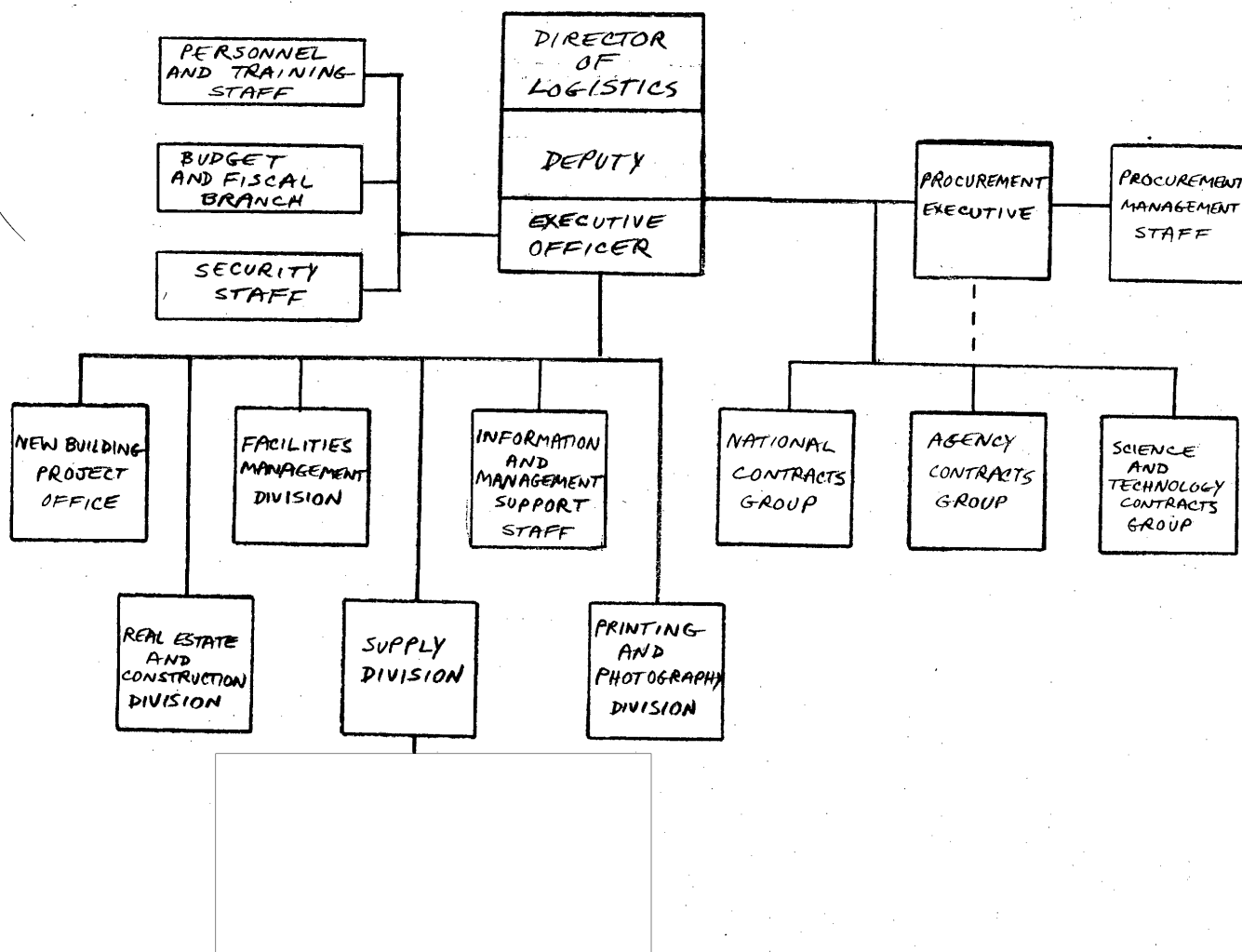
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OFFICE OF LOGISTICS



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17 MAR 1987

MEMORANDUM FOR: Chief, DDA Management Staff

FROM: John M. Ray
Director of Logistics25X1 SUBJECT: Updating DA Office Organization Profile REFERENCE: Memo from C/DDA Management Staff to D/L dated
2 March 1987

In response to your attached referenced memo of 2 March, the Office of Logistics (OL) submits the attached updated diagram, function statement, and responsibilities for OL. If you have any questions, please contact OL Planning Officer on

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25X1 John M. Ray

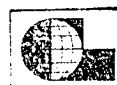
Attachment

Distribution:

- Orig - Addressee
- 1 - OL Files
- 1 - IMSS Official
- 1 - IMSS Chrono

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Office of Logistics

Overall Functions

Responsible for the development of logistics policy and the planning for and implementation of logistical support to all Agency activities: establishment and maintenance of a procurement and supply system; administration of a real estate and construction program; operation and maintenance of the Headquarters Building complex; printing, photography, mail and courier, transportation and other appropriate logistical services.

Ensures compliance with statutory provisions affecting logistics policy and procedures except where specific exemption has been or may be authorized.

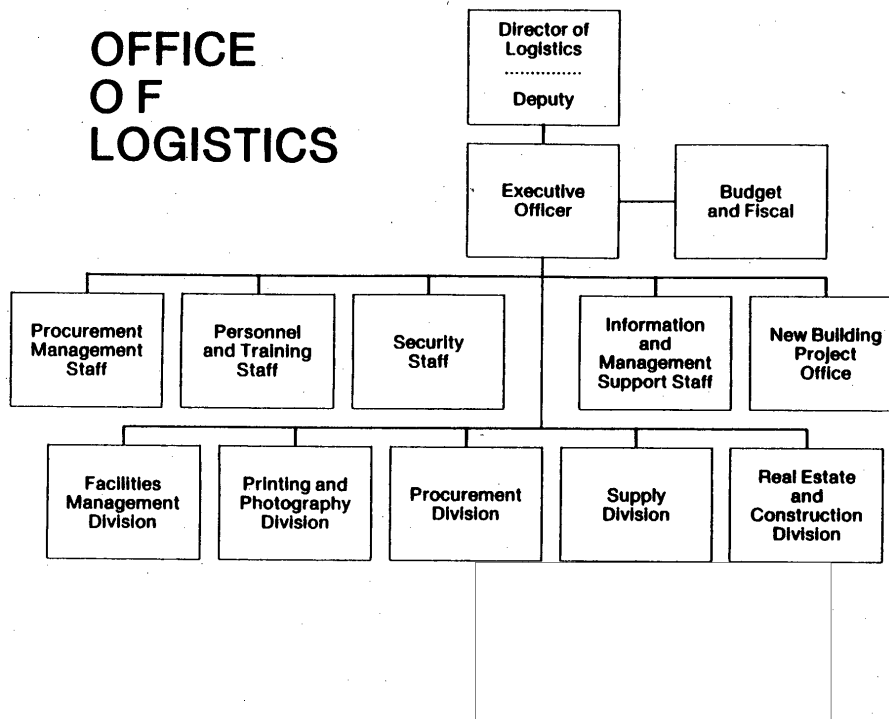
Conducts liaison with other governmental departments and agencies, and negotiates support arrangements for their providing logistics support to Agency domestic and overseas facilities.

Monitors and controls logistical support provided other government activities.

Manages the Single Transportation Allowment (STA), which provides for the movement of material (excluding employees' household effects) in support of worldwide operations.

Manages the Standard Level User Charge (SLUC) funds for direct reimbursement to the General Services Administration for maintenance and operation of Agency facilities within the United States.

OFFICE OF LOGISTICS



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Logistics Management Division

Directs and supports the personnel assigned to the Logistics career service and to the staffs and operating divisions of the Office of Logistics (OL). Five staffs and the executive officer provide policy and procedural advice in the areas of contracting, industrial security, personnel, special programs evaluation, finance, records, energy conservation and centralized control of ADP applications; and coordinate a contract information system, perform security inspection of contractor facilities, monitor and control the OL budget and procurement allotments, handle all personal property claims by Agency employees, and monitor equal employee opportunity within OL.

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New Building Project Office

Provides centralized management for all construction activities related to the Headquarters Expansion Project, including adjudication of architectural and engineering issues; management of the construction budget and schedule; administration of the support budgets associated with communications, ADP and security systems; and liaison with Federal, State and local agencies required for the initiation and implementation of all facets of the Headquarters Expansion Project.

Facilities Management Division

Provide engineering, maintenance and administrative support to Agency facilities in the Headquarters area. Functions include monitoring of services provided by contractors for operation, maintenance, and engineering on the Headquarters Compound; space planning, design and allocation; renovation and relocation services; food services; furniture maintenance; Agency parking program; mail and courier services; motor pool operations; classified waste disposal; and distribution of supplies.

Printing and Photography Division

Agency requirements for intelligence, cartographic, pictorial, and administrative printing and photography are met through the operation of a central printing plant that ensures high quality, rapid delivery, and rigid security control. Functions include maintenance of a general purpose printing and photographic facility; audio visual and teleproduction support; technical planning and guidance for Agency printing and photographic requirements; artistic support to Agency components for graphics and visual aids and administration of an Agency-wide copier management program.

Procurement Division

Exercises technical staff supervision over the procurement of equipment, supplies, and nonpersonal services required to support Agency activities. Effects the acquisition of all open-market purchases of general supplies and services, major production items and services, and ADP equipment and services. Provides contract and procurement guidance to Agency field stations, as required.

Supply Division

Provides material support to Agency operations; formulates and administers policy for the management and operation of the Agency supply system worldwide, including contingency reserves

Real Estate and Construction Division

Acquires, manages, and disposes of all official and nonofficial real property required for Agency operations worldwide. Provides architectural and engineering services including contract negotiations for real estate, construction, and maintenance to support Agency domestic and overseas requirements. Coordinates legal, and security aspects of real property transactions with appropriate Agency components.

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DDA 87-0352

2 March 1987



MEMORANDUM FOR: DA Office Directors

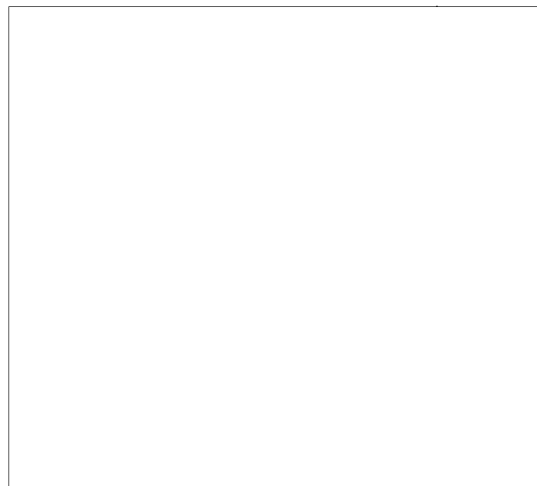
25X1 FROM:

Chief, Management Staff

25X1 SUBJECT: Updating DA Office Organization Profile

We are in the process of updating Directorate briefing materials and one of the items needing attention is the individual Office structural diagrams and the narratives supporting the outlined positions. Attached is an old copy of your Office structure for your review. Please update accordingly to include: the overall Office function category, the Office diagram and the individual position responsibilities. Request that these updates be returned to the Management Staff, Attention: by COB 20 March. Your efforts are appreciated.

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Attachment
As stated



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SUBJECT: Updating DA Office Organization Profile

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Office of Logistics

Overall Functions

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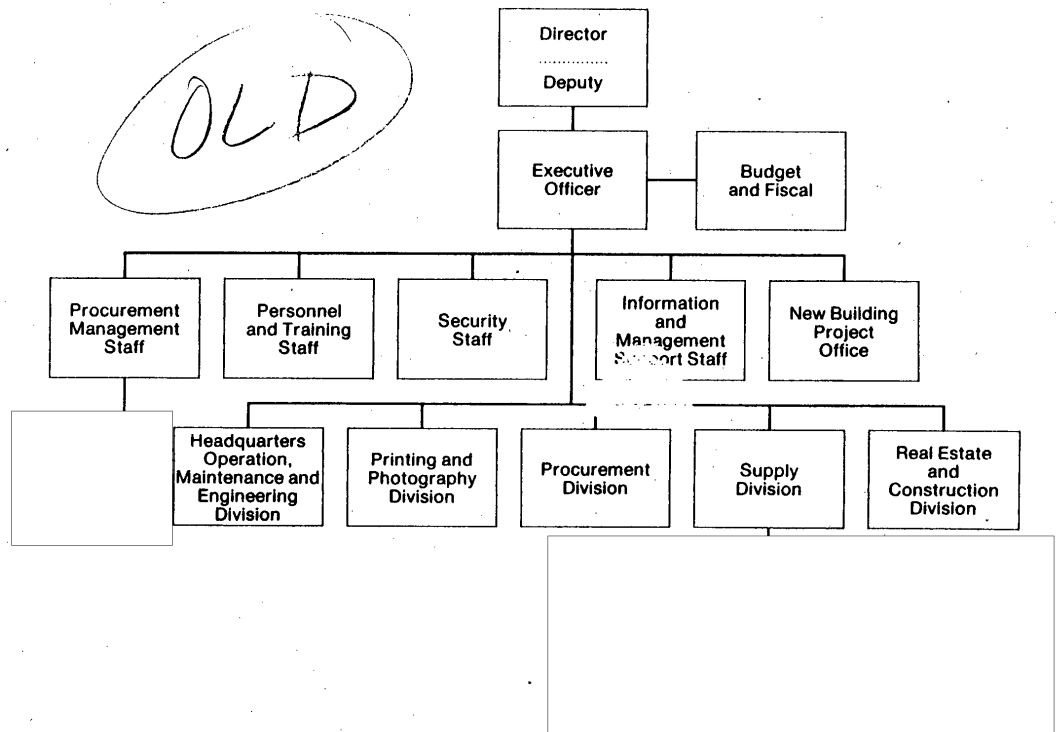
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Office Of Logistics



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25X1 **New Building Project Office**

Provides the conceptual design and planning for consolidating Agency Metropolitan Washington area facilities. Provides centralized management for all aspects of the New Building including development of a space assignment and interior layout plan; a management plan to control schedules, and budgets associated with communication, ADP, and security systems; an integrated logistics support plan for operation and maintenance, and working hour and parking management strategies necessary to the operation of the expanded Headquarters facility.

Headquarters Operation, Maintenance and Engineering Division

Provide administrative support to Agency facilities in the Headquarters area. Functions include mail and courier services; motor pool operations; classified waste disposal; distribution of supplies; space planning, design and allocation; renovation and relocation services; food services; furniture maintenance; Agency parking program. [redacted] and monitoring of services provided by contractors for operation, maintenance, and engineering on the Headquarters compound.

Printing and Photography Division

Agency requirements for intelligence, cartographic, pictorial, and administrative printing and photography are met through the operation of a central printing plant that ensures high quality, rapid delivery, and rigid security control. Functions include maintenance of a general purpose printing and photographic facility; audio visual and teleproduction support; technical planning and guidance for Agency printing and photographic requirements; artistic support to Agency components for graphics and visual aids; and administration of an Agency-wide copier management program.

Procurement Division

Exercises technical staff supervision over the procurement of equipment, supplies, and nonpersonal services required to support Agency activities. Effects the acquisition of all open-market purchases of general supplies and services, major production items and services, and ADP equipment and services. Provides contract and procurement guidance to Agency field stations, as required. [redacted]

Supply Division

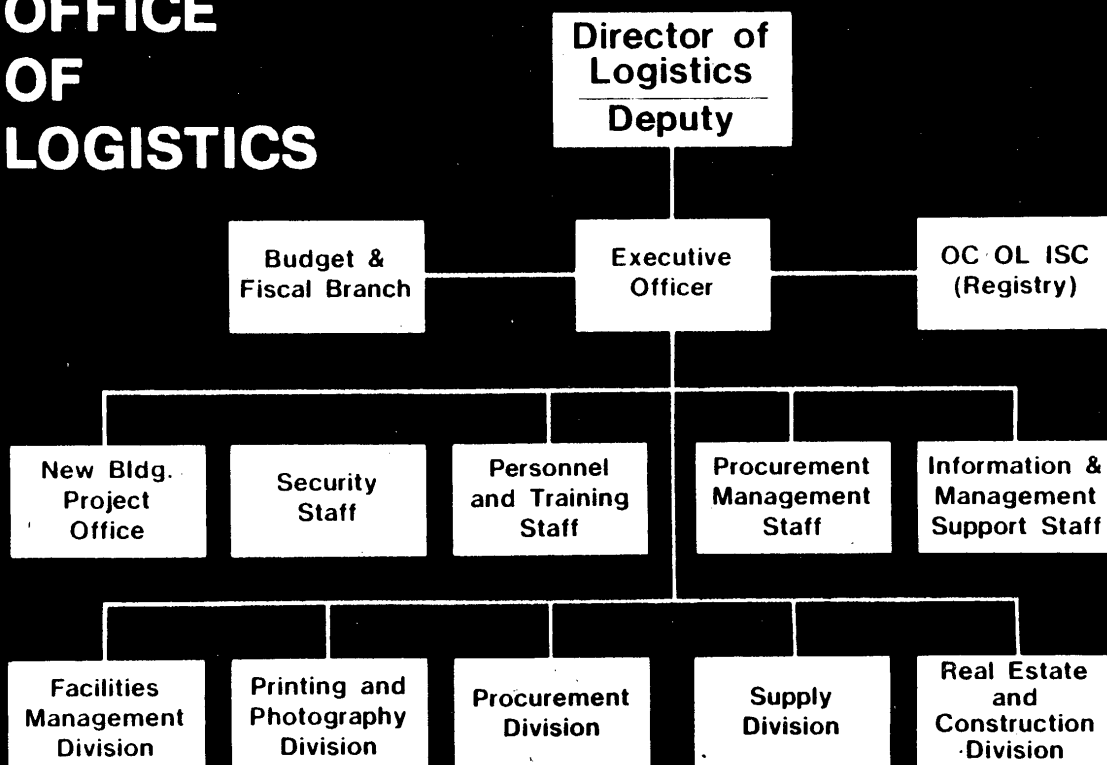
Provides materiel support to Agency operations; formulates and administers policy for the management and operation of the Agency supply system worldwide, including a contingency reserves [redacted]

Real Estate and Construction Division

Acquires, manages, and disposes of all official and nonofficial real property required for Agency operations worldwide. Provides architectural and engineering services including contract negotiations for real estate, construction, and maintenance to support Agency domestic and overseas requirements. Coordinates legal, [redacted] and security aspects of real property transactions with appropriate Agency components. [redacted]

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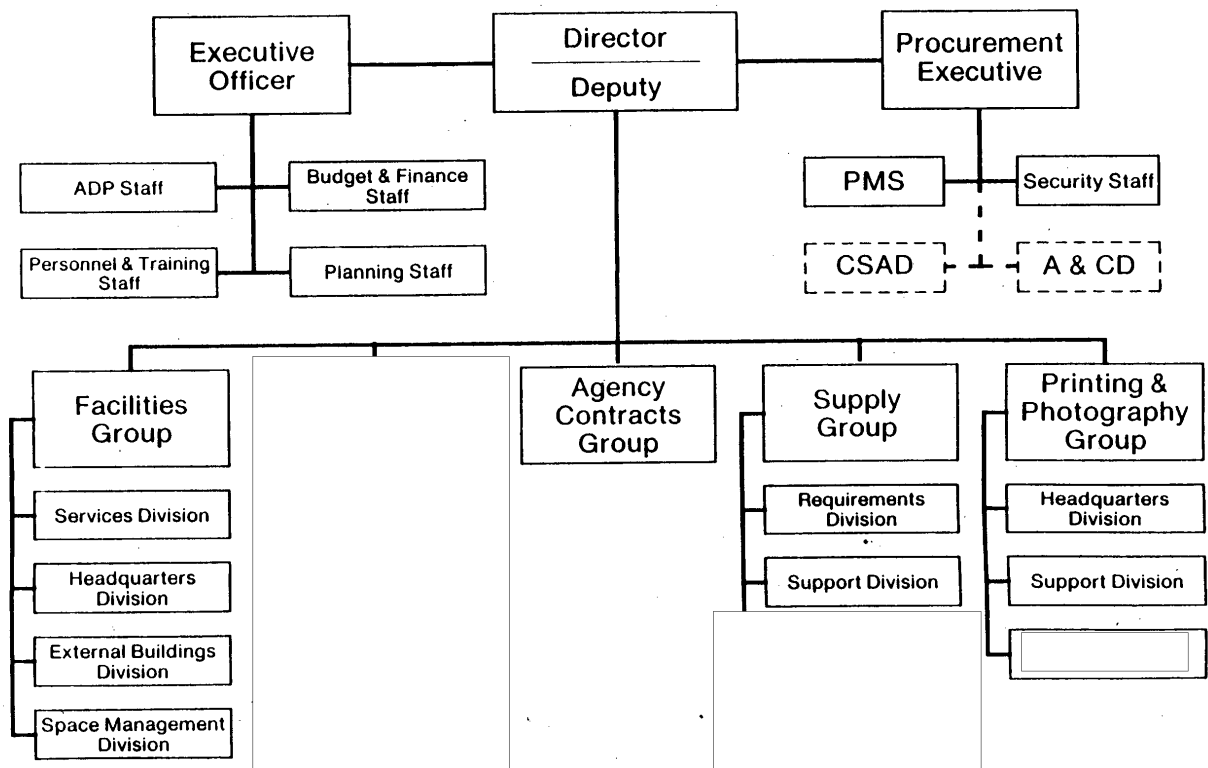


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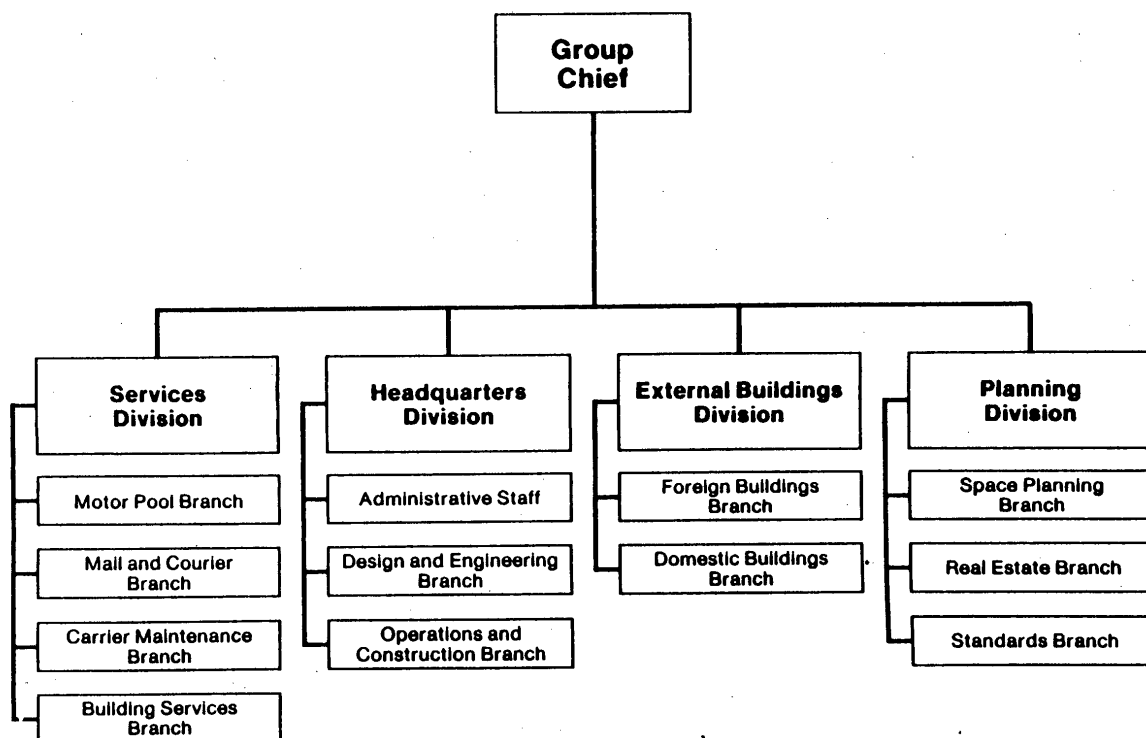
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Facilities Management & Services Group



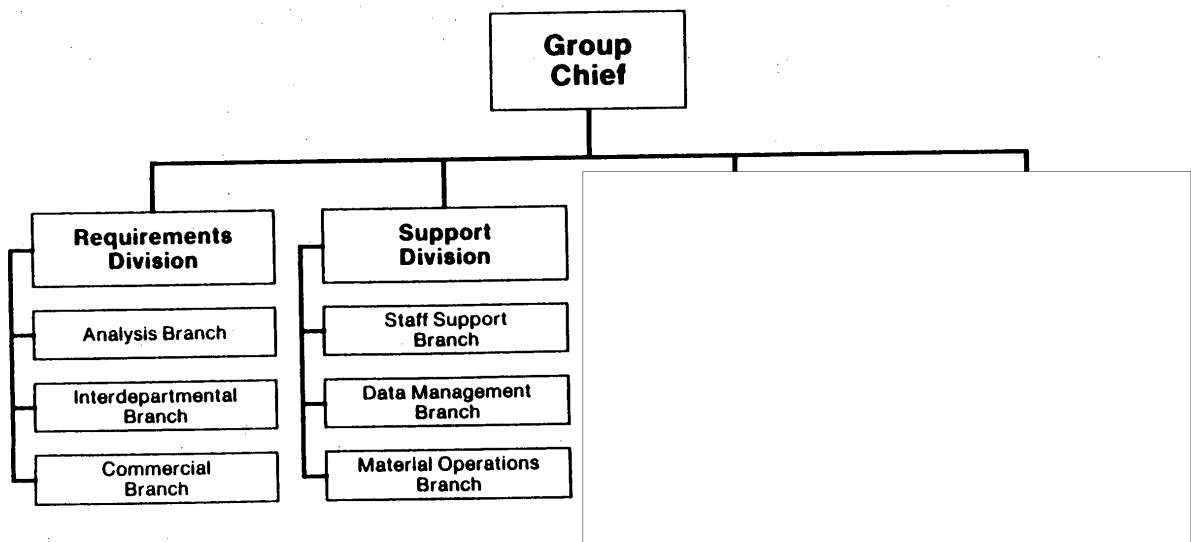
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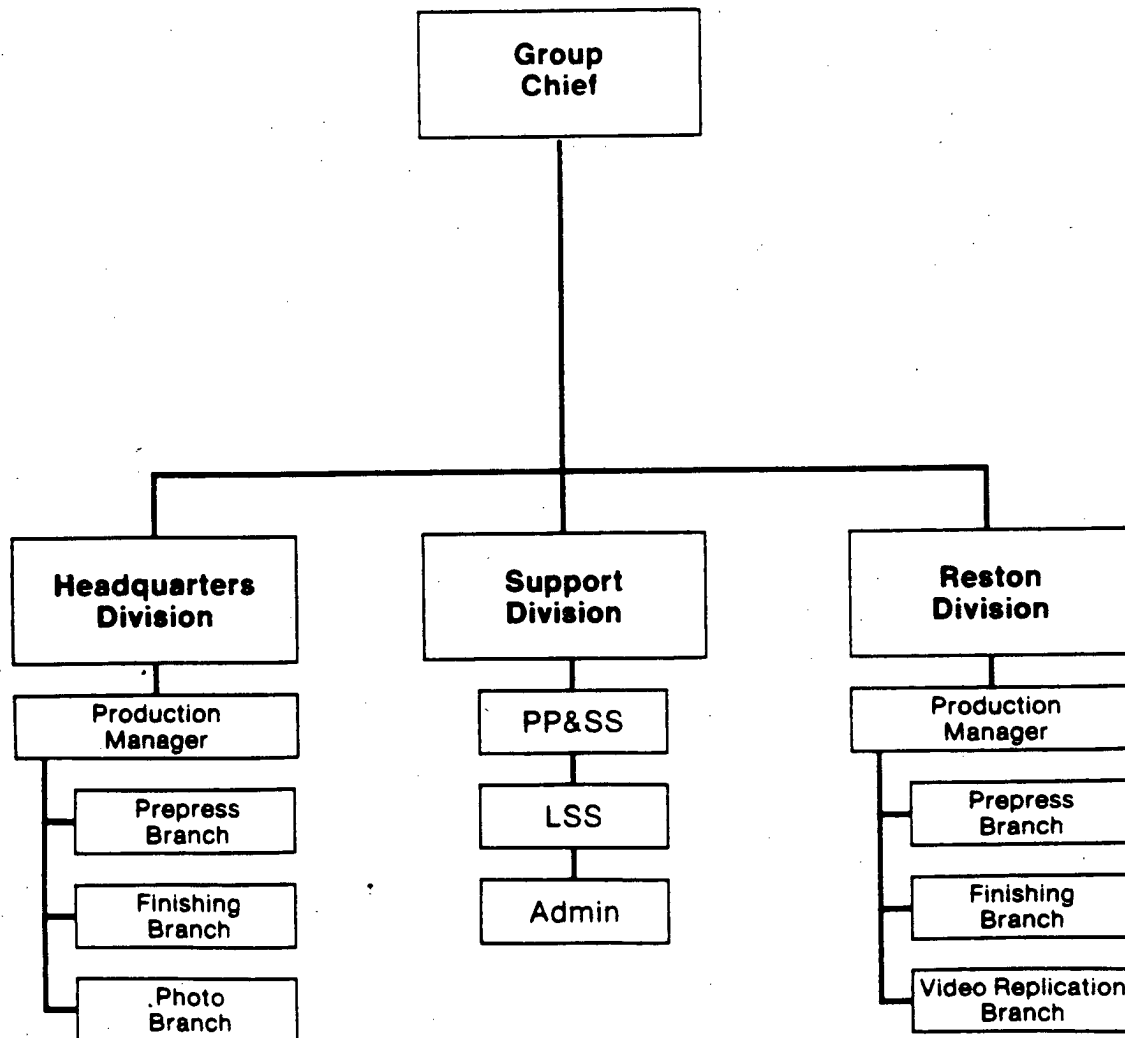
Supply Group



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Printing and Photography Group



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SECRET**Implementation Plan**

Brief DDA	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Establish/Activate Procurement Executive Position	X			
Move SPS to Supply Division	X			
Revise Executive Officer Position	X			
Move B&F to EO	X			
Move P&TS to EO	X			
Move OL-OL/ISC (Registry)	X			
Create Finishing Branch in Printing Group		X		
Create Management Support Division in P & PD		X		
Establish Printing & Photography Group and Group Chief		X		
Finalize Procurement Reorganization		X		
		X		
		X		
		X		
		X		
Reorganize SMB, IDSB, OSB, DCB into Requirements and Support Division, SG			X	
Establish Supply Group and Group Chief			X	
Establish under EO ADP Staff			X	
Planning Staff			X	
Establish Space Management Division in FMG			X	
Establish Services Division in FMG				X
Integrate Remaining RECD & FMD Components into FMG				X
Establish Facilities Career Service Subgroup				X
Establish Facilities Management Group and Group Chief				X

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Role of a Logistics Group Chief

The primary role of a Group Chief in Logistics is to be a member of a corporate management board to participate with the Director of Logistics in the operation of the Office. The secondary role of the Group Chief is to ensure that his Division Chiefs have the appropriate direction, authority, staffing, facilities, and other resources to accomplish their mission. To be effective, the Group Chief must be able to orchestrate his group's activities so that these subordinate commands are integrated into and fully complement the mission and direction of the Office of Logistics. The Group Chief must delegate effectively. He must also retain adequate control to deliver a consistent policy predicated on long term, Office-level goals.

Office Level Management: Participation corporate management activity. 35%

Plans, Programs and Budget: Develop, defend, and monitor the groups budget and programs. 25%

Division Guidance: Provides specific guidance on current transactions and participates in problem analysis and solving. Scheduled reviews with operations managers. 15%

Personnel Management: Participates in Career Service Board and Counsels Division managers on personnel policy. 15%

Liaison: Liaison with other Agency components and with external organizations. 10%

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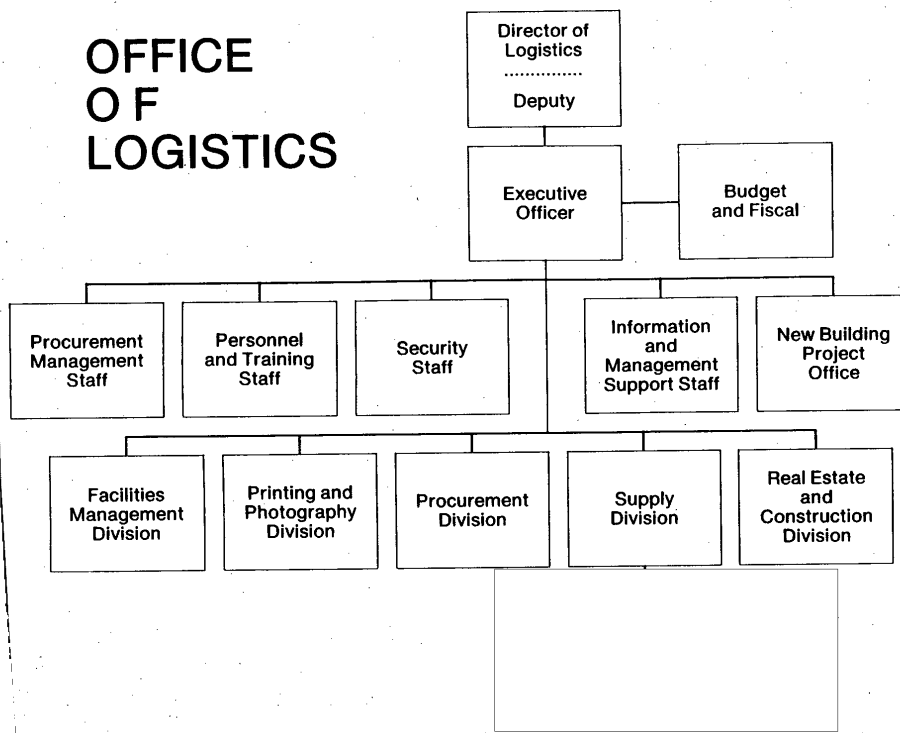
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**Real Estate and Construction
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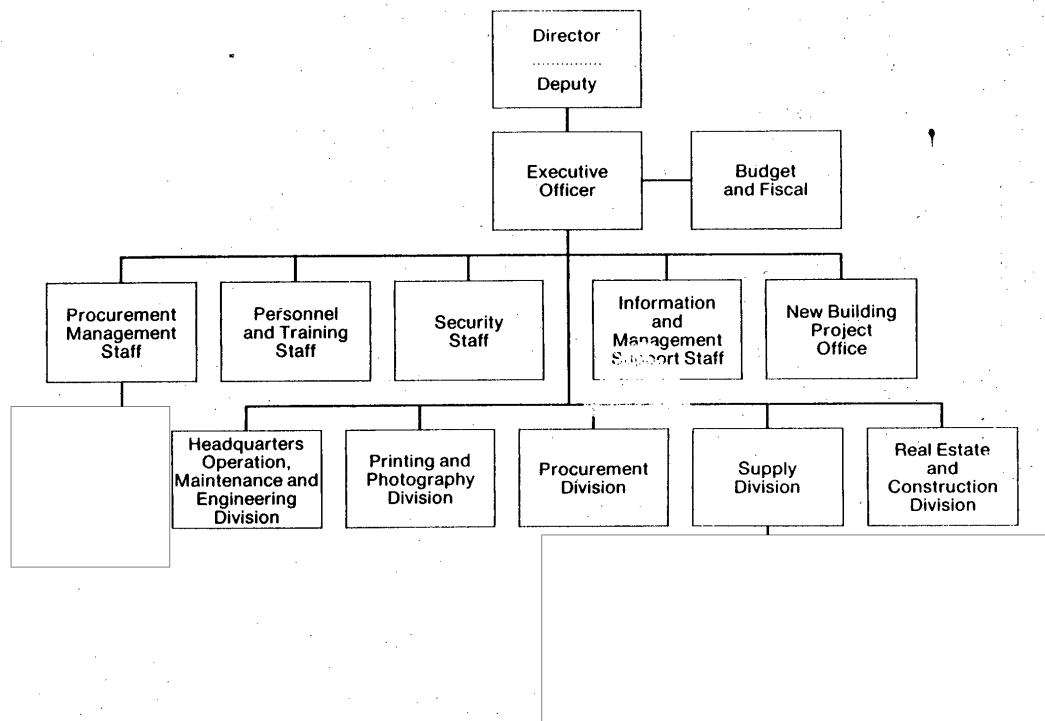
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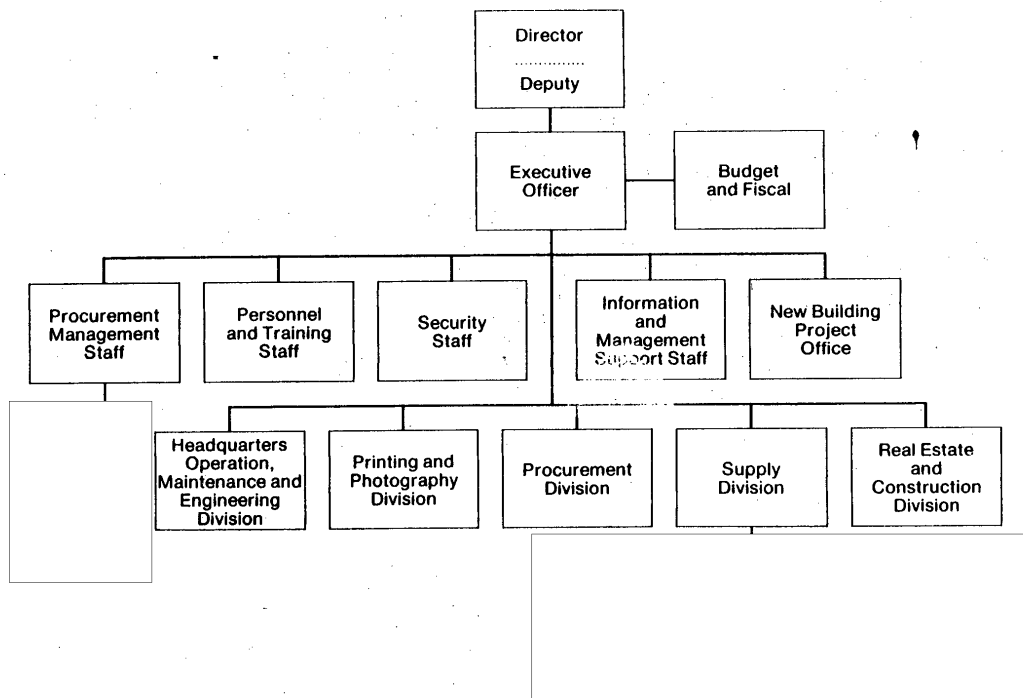
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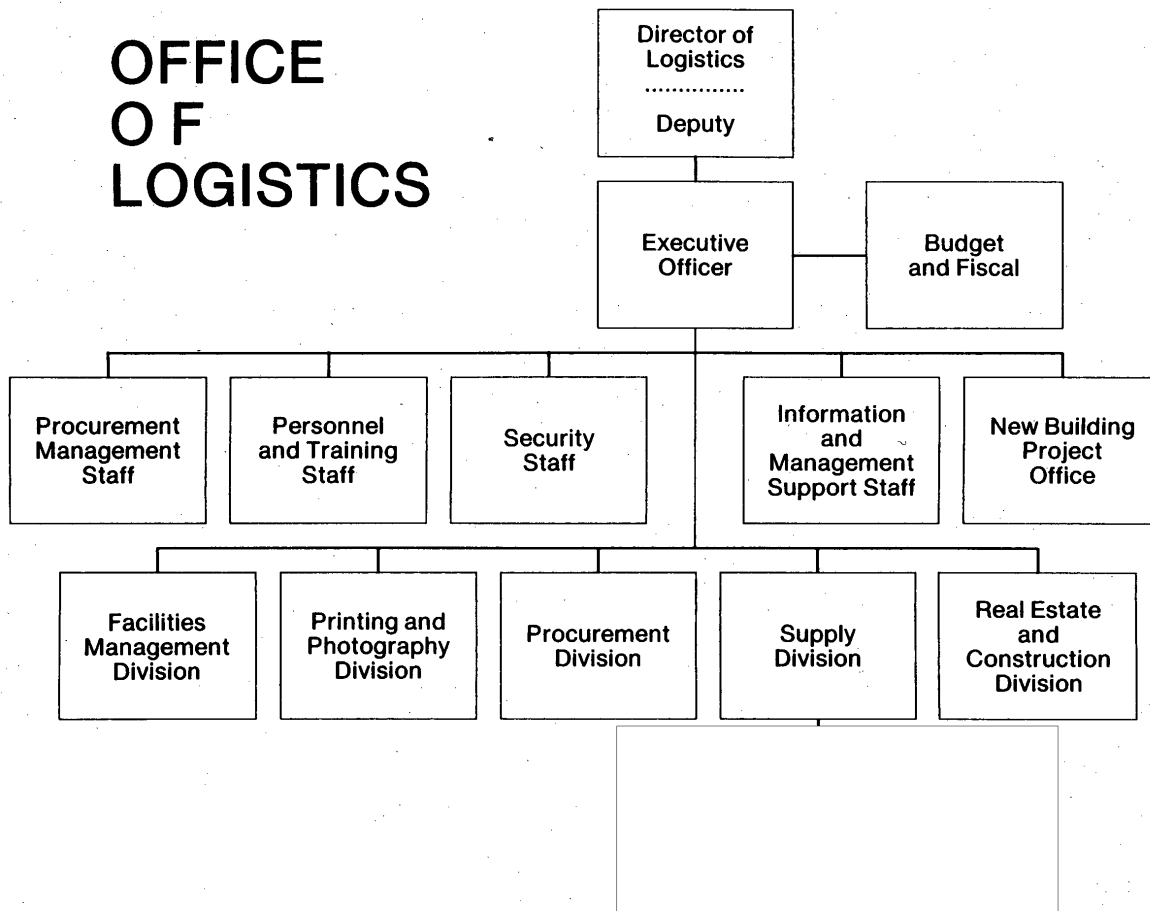
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Office Of Logistics



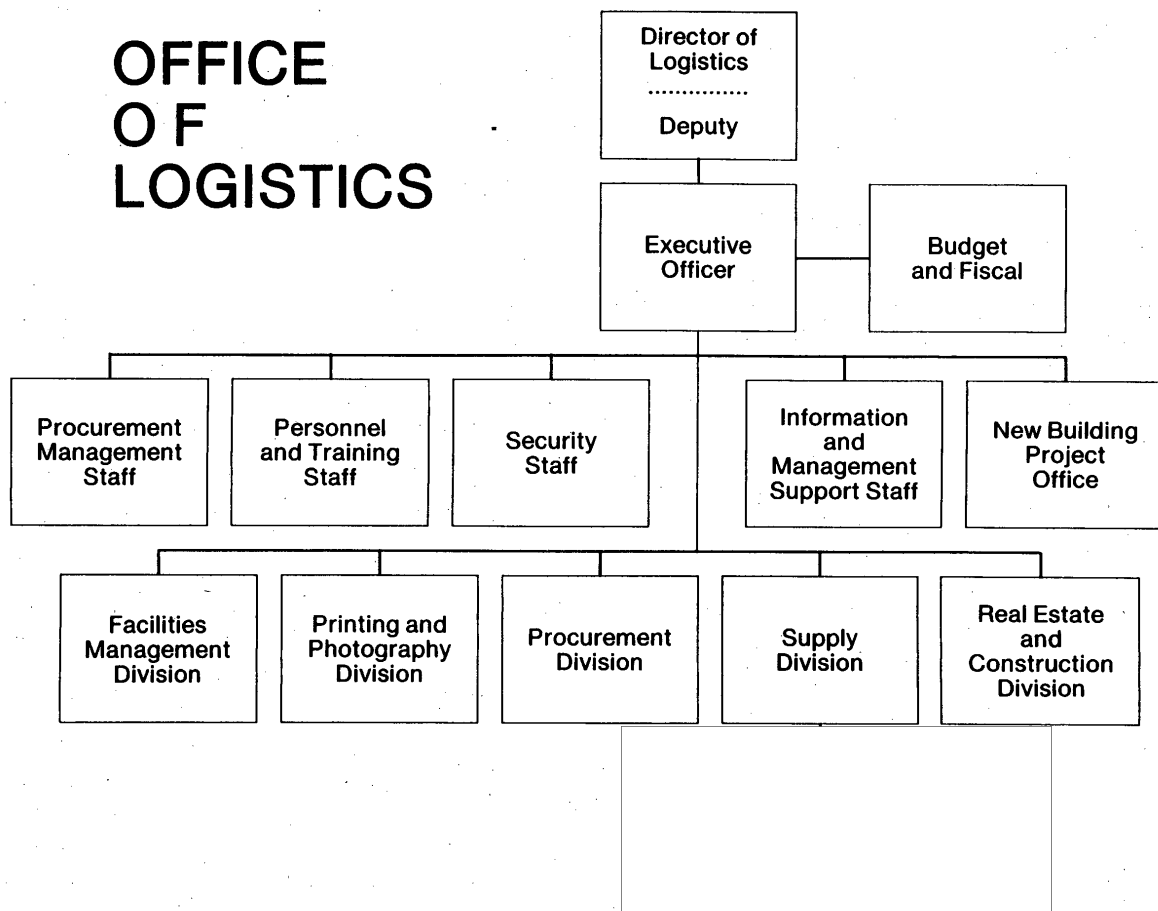
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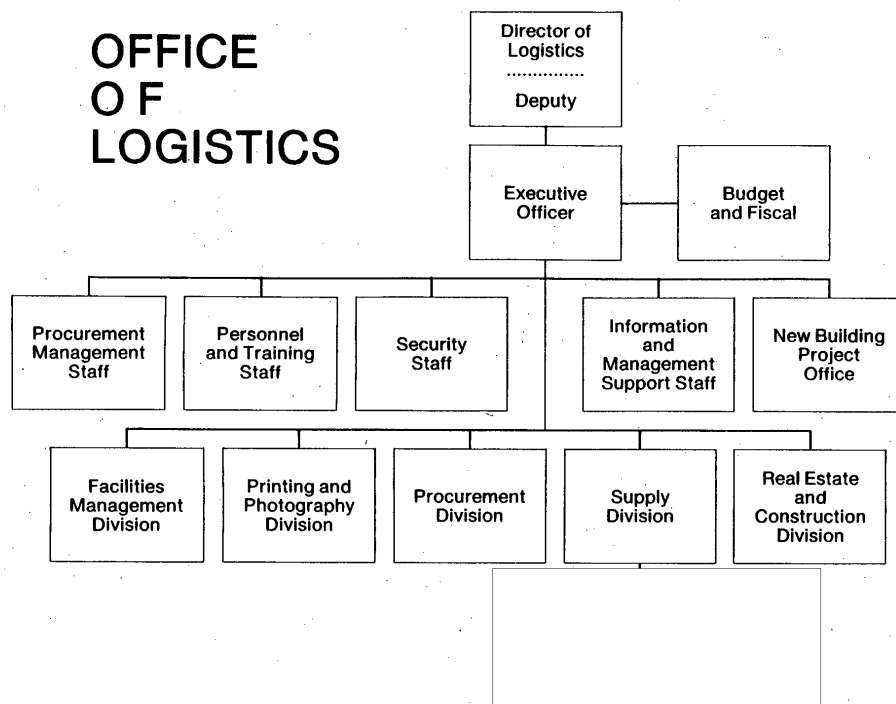
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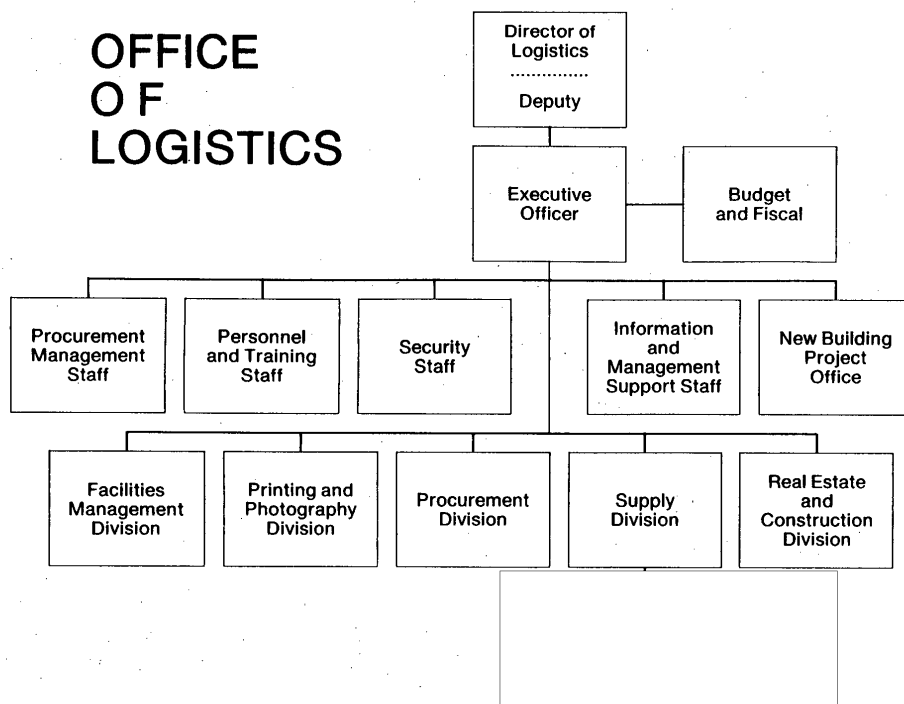
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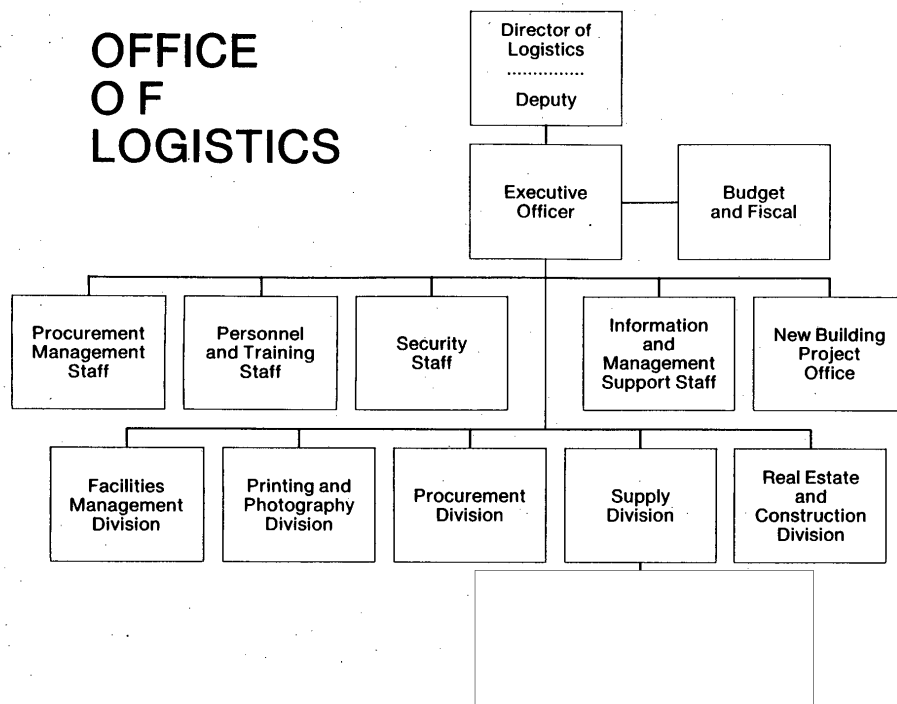
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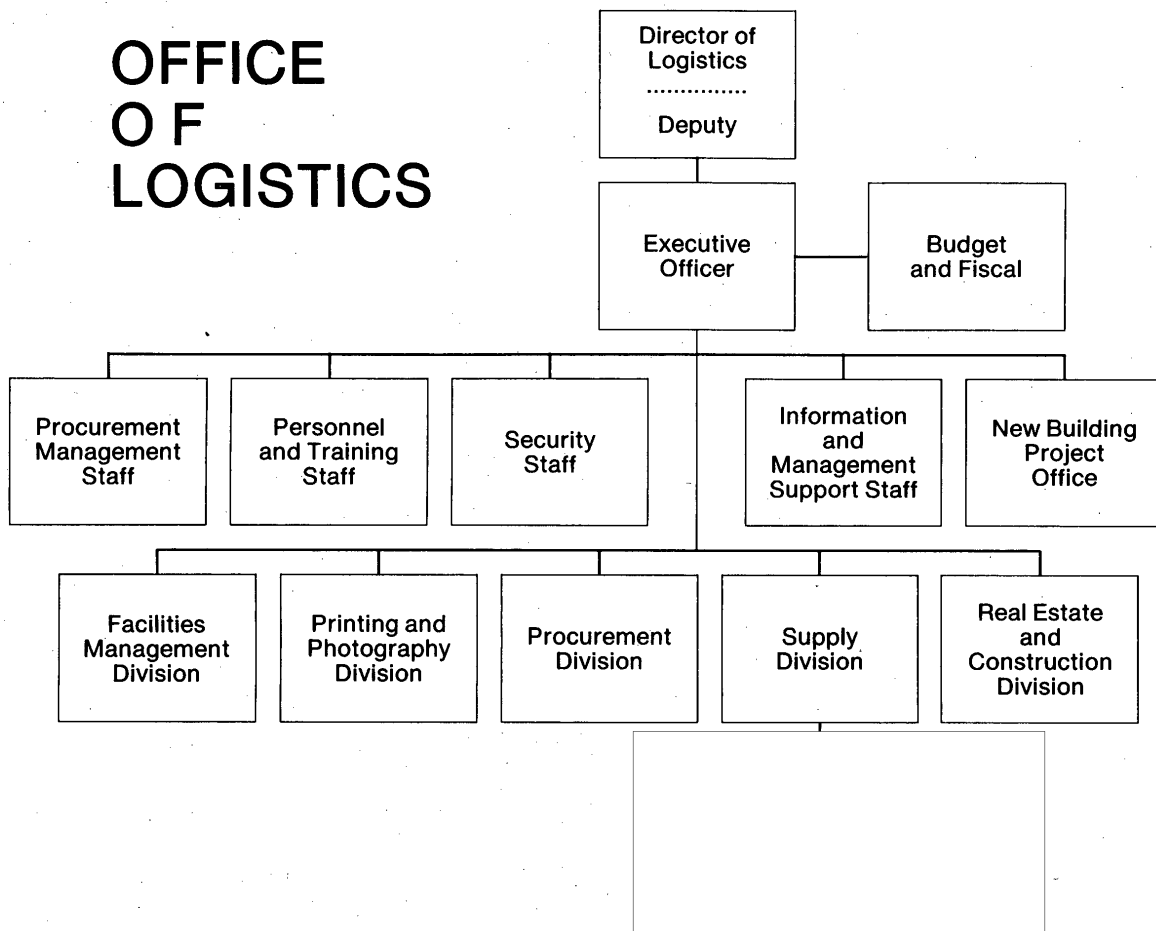
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